



IMAGO DEI ACADEMY

A Homeschool Community

PARENT/STUDENT

HANDBOOK

2024-2025

Mission Statement

Imago Dei Academy is a ministry and homeschool community based in the Lewisville area. Our mission at IDA is to partner with parents in reaching their educational goals while providing a Biblically based education in a Christian environment.

Our Faculty

Our staff has been carefully chosen. IDA policy requires that each employee receive proper background screening prior to employment. IDA employs Christian faculty members who teach from a Biblical world view. IDA provides our staff training to help enhance their effectiveness in the areas in which they serve and understand the mission and policies of Imago Dei Academy.

Enrichment

As an enrichment program, IDA maintains that the parent is the primary educator. Our goal is to assist parents in their child's education while providing a structured classroom environment. We also offer opportunities that allow students to experience many of the social aspects of a classroom.

School Hours

IDA Hours: Tuesday/Thursday 9 a.m. to 3:20 p.m.

Drop Off: 8:45 a.m. to 9 a.m.

Pick Up: 3:20 p.m.

Office Hours: Tuesday/Thursday 8:30 a.m. to 4 p.m.

Inclement Weather

In the event of inclement weather IDA will follow the Lewisville ISD closures. We will follow up with an email

Make up days will not be available.

Contact Information

Main Email: office@ImagoDeiAcademyTX.com

Phone Number: 214-892-2373

Website: www.ImagoDeiAcademyTX.com

Policies and Procedures

IDA staff may, at any time and for any reason, make changes to the policies and procedures outlined in this handbook.

Illness

A child will be asked not to attend IDA when the following exist:

- Fever (within the last 24 hours)
- Vomiting or Diarrhea (within the last 24 hours)
- Pink eye or another eye infection

We ask that you please keep your child at home when showing signs of these illnesses. A child should be fever free without medication for at least 24 hours before returning to IDA.

If your child becomes ill while at IDA, we will contact you to pick him/her up. Please be sure contact numbers kept on file are current as we depend on these numbers to contact you in case of an emergency.

Medication

No medication will be given by IDA staff unless there are extenuating circumstances with prior approval (ex. rescue inhalers, epi-pens). Any medication required must be documented in the student's file.

Accident Report

In case of a minor accident, an accident form will be filled out and you will be notified of the accident.

Nut Free

We reserve the right to communicate a "nut free" status should we enroll any students that can be harmed from nuts in the classroom.

Lunch

All students must bring a self-sufficient cold lunch. We don't have the ability to heat lunch or any utensils to provide. So, please make sure the lunchbox has all the supplies the student will need. Please talk to your child about **not sharing or trading lunch or snack items**. We have families who have serious allergies and some who have preferences. We will not be allowing trading or sharing of lunch or snacks this year.

Please talk to your child about the privilege of bringing what they'd like and the responsibility therein when we have others who have allergies.

Cell Phones and Other Electronic Devices

Cell phones and all electronics must remain in students' backpacks and silenced. Earphones and earbuds are not allowed to be used at IDA during class or in the hallways. Cell phones used or seen on campus will be confiscated by the teacher and turned into the office. The student may pay a fine (\$5 for the first offense) and pick up his/her phone at the end of the day. For each successive offense, the fine may increase, and the parent may be asked to come pick up the phone. Students are not allowed to take pictures or post pictures of other students without permission from staff and fellow students. Phones are not allowed at any school sponsored events without permission. *IDA will not be responsible for lost or stolen items.

Parents/Visitors on Campus

We encourage and welcome parental participation. However, to ensure safety and efficiency we have established the following guidelines regarding visitors on campus during the IDA operating hours.

- All Visitors, including parents, must report to the IDA desk before entering the classroom where you will be given a visitor name tag. (exceptions: School Programs)
- All messages for students will be delivered through office staff.
- When a parent/teacher conference time is needed, parents should contact the teacher through email to set up a scheduled visit.

Approved Pickup

Anyone who is to pickup a student must be on the students profile in Brightwheel. There will be no exceptions to this policy.

Volunteers

We would love help occasionally with subs, projects and different classes! Volunteers may be required to go through Ministry Safe training.

Dress Code: For school days or any related or sanctioned activity

All clothes and shoes must be neat and clean.

- No blue jeans/slacks with holes or slits anywhere above the knee unless fabric is behind them with no skin showing.
- T-shirts (no inappropriate or negative wording, pictures, signs, etc.)
- Shorts and skirts must be no more than six inches above the knee.
- No shirts or blouses that reveal undergarments or cleavage, midriff length tops that leave exposed skin or halter tops.
- Closed-toe shoes must be worn always.
- Hair should be of a natural color (no pinks, blue, green etc.). No neon or other hair colorings whether permanent or temporary, in shade or tone that the director determines to be unnatural.
- No earbuds in ears during IDA hours.
- No riding on shoes with wheels (Heely's) during IDA hours

During the year we will have spirit days that will allow for some exceptions to the above dress code. **We reserve the right to send a student home if the dress code is violated.**

PE will mostly be outside—please dress your child accordingly. There will be no wardrobe changes prior to PE. Additionally, close-toed shoes are a daily requirement. If the temperature is above 40 degrees, we will plan on having PE outside. Please send a coat.

Kindergarten

Deadline for eligibility: students must be 5 by September 1st of that school year.

Tuition and Fees

By enrolling in the IDA program, you are committing to pay tuition two months in advance by the 1st of each month and other fees in a timely manner. Payments can start in May or July.

All payments should be made with your Brightwheel account. No cash or check payments accepted. Payments received will first be applied to any outstanding balances on your account.

Late Pickup

There is no aftercare program. The daily program ends at 3:20 and doors open at 3:10. We will charge \$10/15 minutes for each late student after 3:30.

Cancelling/Exiting the Program

All fees and tuition are non-refundable once paid. Additionally, when a family registers their student to IDA, they are committing to pay tuition. IDA requires that at least 3 months of tuition (based on 8 payments) be paid in full upon cancellation if the student has been attending less than 3 months or if school hasn't started yet. A 30 day notice is still in effect.

Late Fees/ Returned Checks

If tuition payment has not been received by the 10th of each month, there will be an automatic \$20.00 late fee added. A \$25.00 check handling fee will be charged for checks returned by the bank.

If an account becomes more than 60 days delinquent, or more than 30 days past due more than twice, IDA may suspend the student from attending classes, activities, and/or school functions. If the account balance for the suspended student is not brought current within fourteen (14) days after the suspension, the student may be expelled and denied re-admission into IDA. No student will be re-enrolled until all outstanding financial obligations are met. Payments received by IDA will be applied first to the oldest balance owed at the time of receipt.

Registration Fee

A registration fee is due for each newly admitted student at the time of registration. It is a non-refundable/non-transferable per student fee.

Curriculum Fee

A curriculum fee is due for each student at the time of registration unless otherwise arranged. It is a non-refundable/non-transferable per student fee.

Lost and Found

Items found on campus should be turned into the IDA staff. A container will be designated for such "lost and found" items. Lost and Found items are donated each year during Christmas break and after the last day of school.

Suspension/Expulsion

We reserve the right to suspend and/or expel a child from the IDA program if he/she violates school policy or procedures. No portion of

tuition that has been prepaid will be refunded for a student who is dismissed from IDA for violation of school policy or procedure.

Special Needs and Accommodations

IDA strives to accommodate special needs as best we can. We expect full transparency on what is going on with academic and behavioral needs of the students. This helps us be able to communicate appropriately with parents of progress or issues as they arise. Transparency and open communication make the parent/school partnership thrive.

Students enrolled with special needs will be under a trial period as we assess if we can accommodate their needs as every student is different.

IDA reserves the right to terminate enrollment based on special needs that we can not accommodate. This does not necessarily mean that the student will not be able to return in the future with treatment, maturity or newly acquired accommodations.

3 Strikes Rule

It is the goal of every teacher and staff member to ensure that students are learning in productive classrooms, benefiting from each other, and encouraging one another.

If there is a discipline and/or academic problem, the campus administration will respond in an appropriate manner, utilizing the following list of consequence levels. Though typically issued in sequential order, the level of consequence is determined at the sole discretion of the campus administration, in consideration of the severity of the infraction, and/or number of repeated infractions. Consequences may or may not be repeated, as deemed appropriate. All discipline is administered with prayer and discernment.

WARNING: The teacher, coach or staff member will ask the student to change their behavior. The student is expected to comply immediately.

STRIKE ONE: The teacher, coach or staff member will ask the student to change their behavior. The student is expected to comply immediately.

STRIKE TWO: The student will be sent to the Directors. The Directors will address the student. The goal of this communication is to see a change in the behavior and to allow the student to return to the

classroom, or other IDA activity, in such a way that the whole group benefits.

STRIKE THREE: The student will be removed from the class that they receive the third strike for the duration of that class period or beyond depending on the infraction. The Directors will call the parents. The student may be sent home. IDA does not offer in-house suspension or detention. It is expected that the company of the parent(s) is the best environment for the student to understand that a change in their behavior is required.

PROBATION: A student may be placed on Probation for behavior deemed inappropriate or unacceptable. Any student placed on probation may not be allowed to reenroll.

SUSPENSION: Suspension may be considered for any infraction warranting severe action, as determined by the directors. Any suspended student will not be allowed to reenroll, or will be removed from the reenrolled list, for the following school year. The student's placement in their program and classes will not be reserved while the student is suspended. A student on suspension may be asked not to return to IDA regardless of whether they have reenrolled.

EXPULSION: Expulsion may be considered for any severe event in which the student is causing or threatening harm to self or to others; or if emotional, social, academic or physical harm is the result of the student's actions. Expelled students will not be allowed to return to IDA regardless of whether they have reenrolled. The goal of the discipline process is a change in the student's behavior. Disciplined students are expected to restore their relationships with teachers and Directors before being relieved of consequences.

Student Expectations

1. Students are expected to show respect for teachers, students and other adults always.
2. Students are expected to treat each other with respect, kindness, and compassion.
3. Students are expected to follow all class rules set by the teacher.
4. There should be no physical contact with other students.
5. There should be no rowdy behavior: running in hallways, pushing, shoving, yelling, etc.
6. There should be no bullying, fighting, hitting or use of inappropriate language or discussion of inappropriate topics.

7. Students are expected to treat other people's property and church/school property with respect.
8. Students must be willing to promptly communicate with their parents regarding school assignments, grades, and extra IDA activities.
9. Students are expected to participate in all school activities unless the faculty is notified otherwise by the student's parents.
10. Student possession or use of tobacco products, illicit drugs, alcohol, or weapons is not permitted on or off campus.
11. Students are not allowed to buy, sell, or trade at school without permission from the school administration.

Honor Code

Respect. Students will communicate respectfully with all directors, staff and fellow students. Student will not make fun of, spread rumors about, or do anything that would belittle staff or fellow students in or out of their presence. Students will communicate with fellow students as their equals and as their brothers and sisters in Christ. Students will make restitution as needed for their actions.

Honesty. Students will remain honest in all of their IDA experiences.

Accountability. Students promise to stay accountable to themselves, to their classmates, to their teachers, and to God in all their actions.

Views on Marriage

We believe that God wonderfully and immutably creates each person as biologically male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one biological man, and one biological woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest,

and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of IDA as the local Body of Christ, and to provide a biblical role model to the IDA members and the community, it is imperative that all persons involved in the IDA program in any capacity, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of IDA.

Statement of Faith

- We believe in one God eternally existing as one essence and three distinct persons: God the Father, God the Son, and God the Holy Spirit, each of whom is fully God, yet there is one God.
- We believe God has made Himself known to the world in Jesus Christ, the Scriptures, and creation.
- We believe the Word of God is without error and has final authority over our lives.
- We believe the Word of God is authoritative, inerrant, and inspired. We believe we can fully trust God has spoken in the Old and New Testaments through human authors by the Holy Spirit. We believe the Word of God is without error and has final authority over our lives.
- We believe that God created the world from nothing and governs all things at all times in all places.
- We believe that all humanity is created in the image of God and possesses intrinsic dignity and worth.
- We believe that sin has fractured all things, leaving the world in desperate need of salvation.
- We believe that salvation is by grace alone through faith alone in Christ alone.

- We believe that the Church is the body of Christ sent into the world to shine forth the glory of God.
- We believe that Jesus Christ is returning to the world in the future to judge the living and the dead.